



50806-01

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 31, 1984	1. Agency Address Georgia Ports Authority Trade Development - Marketing Services Post Office Box 2406 Savannah, Georgia 31402	Application Number 83-802-A	Date Received AUG 6 1984
Application Number 117		Date Completed AUG 10 1984	
2. Person to Contact Becky C. Ike	Working Title Marketing Services Coordinator	Telephone Number (912) 964-3887	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 83-802. Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978	Latest Current	5. Records Series Title (followed by title used in office; if different) Tonnage & Value Statistical Printouts	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Marketing Services Department of the Trade Development Division is involved with trade research, development and sales functions of the Authority including marketing analyses. Assists the Director of Trade Development in the development and coordination of sales plans from marketing analyses and leads submitted by the sales force.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Import and export cargo movements through the Port of Savannah and other competitive ports. Included are: Printouts depicting tonnage and value in various formats, i.e., by foreign port within foreign country within trade area, by importer and exporter, by steamship line, by commodity, etc. File is arranged: Chronologically by calendar year and fiscal year as the cargoes moved over domestic ports.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>4 - 6</u> ; twenty-five months and older <u>1 - 2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>3 - 4</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other at end of daily reference then, needs - may vary depending on printout;

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 10 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. L. Stueck</i>	8/2/84	<i>C. Moseley</i>	7/31/84
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	8/8/84
		Secretary of State/Designee	8/6/84
		Attorney General/Designee	8/9/84



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 23, 1983	1. Agency Address Georgia Ports Authority Trade Development - Marketing Services Post Office Box 2406 Savannah, Georgia 31402	Application Number 83-802	Date Received APR 4 1983
Application Number 94		Date Completed APR 21 1983	
2. Person to Contact Becky L. Collins		Working Title Executive Secretary	Telephone Number (912) 964-3811
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978		5. Records Series Title (followed by title used in office; if different) Tonnage & Value Statistical Printouts	
Latest Current			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Marketing Services Department of the Trade Development Division is involved with trade research, development and sales functions of the Authority including marketing analyses. Assists the Director of Trade Development in the development and coordination of sales plans from marketing analyses and leads submitted by the sales force.			
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File is arranged: chronologically by calendar year and fiscal year as the cargoes moved over domestic ports.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>4-6</u> ; twenty-five months and older <u>1-2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>3 to 4</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout? This record series consist of printouts.

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 12 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

This series contains historical and research data relating to tonnage and value over the Port of Savannah and other competitive domestic ports.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☒ Transfer to local holding area, hold 10 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3/24/83	<i>[Signature]</i>	3-23-83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-12-83
		Secretary of State/Designee	
		Attorney General/Designee	4-13-83